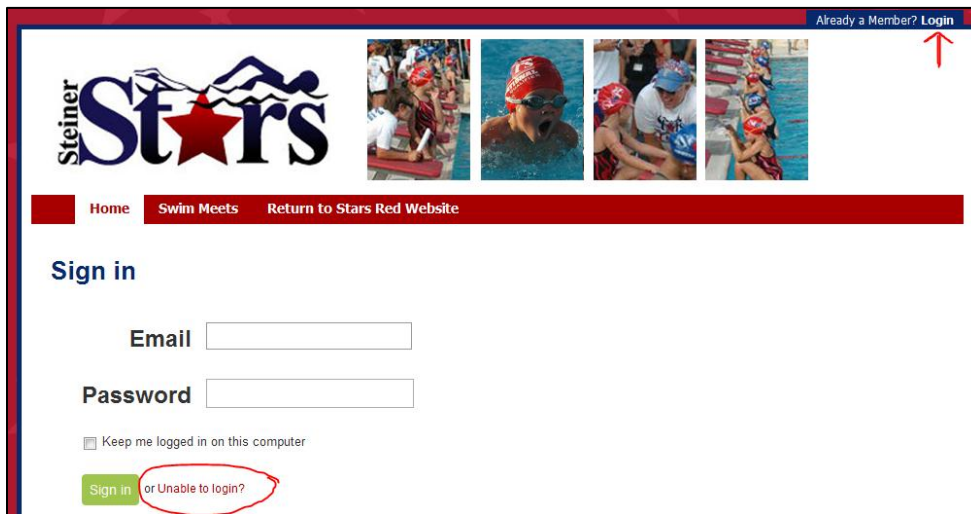# Parent's Guide for using Swimtopia
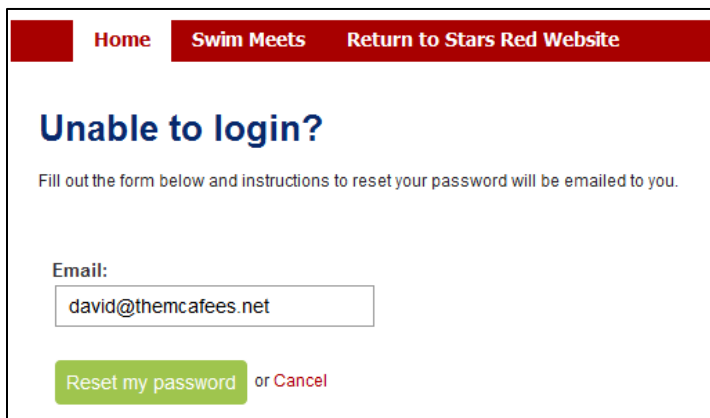
Resetting your Swimtopia Password:

When you registered at the beginning of the season, accounts were created for each parent name and email address that you entered during registration. To activate your account do the following…

- Go to your Swimtopia site:
    - Stars-Red: http://steinerred.swimtopia.com
    - Stars-blue: http://steinerblue.swimtopia.com
- Click on the "Already a Member? Login" link at the upper right corner of the page. That will bring you to the screen you see below.
- Click on the "Unable to Login" link next to the Sign In button

- On the Unable to login? page, enter your email address and click the Reset my password button. An email will be sent to you with instructions to reset your account.

Declaring for a Swim Meet

Since Swimtopia will be used by the coaches for meet entries, one of the easiest ways to let them know if your kids will be there or not is to declare your status using Swimtopia…

- Go to your Swimtopia site and login to your account.
- Along the navigation bar under the Stars logo click on the Swim Meets link

- The swim meets page shows all scheduled meets and the status of the events:
  - Pending - the team administrators have not yet opened the meet for entry.
  - Closed – the deadline has passed to make declarations for an event.
  - Swimmer Sign-up – event is open for declaration
- Clicking on the Swimmer Sign-Up link will allow you to tell the coaches your status for this particular event

Swim Meets & Events

Date and Time	Name and Location	Volunteers	Attendees
May 20, 2012 (1:00 PM)	**Stars Family Night at Dell Diamond** Dell Diamond	PENDING	RSVP
May 26, 2012	**Round Rock (Away)** Round Rock	Job Sign-up	Swimmer Sign-up
Jun 2, 2012	**Anderson Mill (Away)** Anderson Mill	PENDING	Swimmer Sign-up
Jun 9, 2012	**Brushy Creek (Away)** Brush Creek	PENDING	Swimmer Sign-up

- On the page for a specific event, you will see all your swimmers listed and their status for that event
- Click on the Edit Entries button to declare their status…

Round Rock (Away) - May 26, 2012

Your family swim meet status

Cameron McAfee
❓ Not yet signed-up for this meet.

Kayla McAfee
❓ Not yet signed-up for this meet.

Edit Entries

- Using the Swimtopia tool, you can inform the coaches whether you will be at the meet or not, and even if you are have to arrive late or leave early

Round Rock (Away) - May 26, 2012

Cameron McAfee | Attending this meet and available for ANY relays. ▼ |
(undeclared)
Attending this meet and available for ANY relays.
Attending this meet BUT cannot swim EARLY relays.
Attending this meet BUT cannot swim LATE relays.
Attending this meet BUT cannot swim ANY relays.
Will NOT be attending this meet.

Kayla McAfee | (und

Save Entries   Cancel

- Select the status for each of your swimmers and click the Save Entries button to continue
- At any point, if you need to change the status of your swimmers, follow the same steps outlined above.

Signing up for Volunteer Jobs at an Event

Swimtopia will also be used by the Stars to manage volunteer elections for meets. Instead of assigning jobs to everyone for every meet, events will be opened to allow you to pick the jobs you would prefer. Most jobs will be open on a first-come, first-served basis for you to choose…

- Go to your Swimtopia site and login to your account.
- Along the navigation bar under the Stars logo click on the Swim Meets link

- The swim meets page shows all scheduled meets and the status of the events:
    - Pending - the team administrators have not yet opened the meet for entry.
    - Closed – the deadline has passed to make declarations for an event.
    - Job Sign-up – event is open for job selection
- Clicking on the Job Sign-Up link will allow you to pick the volunteer jobs for you and/or your spouse for an event

Swim Meets & Events

Date and Time	Name and Location	Volunteers	Attendees
May 20, 2012 (1:00 PM)	**Stars Family Night at Dell Diamond** Dell Diamond	PENDING	RSVP
May 26, 2012	**Round Rock (Away)** Round Rock	Job Sign-up	Swimmer Sign-up
Jun 2, 2012	**Anderson Mill (Away)** Anderson Mill	PENDING	Swimmer Sign-up
Jun 9, 2012	**Brushy Creek (Away)** Brush Creek	PENDING	Swimmer Sign-up

- On the page for a specific event, you will see all parents associated with your account and the jobs they have selected for the upcoming meet.
- In some cases, the volunteer coordinators will pre-assign jobs and that information will appear in your Job Assignments summary
- Click on the Sign-up for Jobs button to pick volunteer jobs for the upcoming meet…

Round Rock (Away) - May 26, 2012
Job Assignments
David McAfee
Not signed-up for any volunteer shifts

[Sign-up for Jobs]

Melinda McAfee
Not signed-up for any volunteer shifts

[Sign-up for Jobs]

- The jobs tool will show the list of all available positions for the upcoming meet based on job type and shift
- You can also see some positions that are already filled and unavailable for selection
- Pick the job you would prefer for the event and select the "Save Assignments" button at the bottom of the page

Round Rock (Away) - May 26, 2012

Job Opportunities for David McAfee

Check to signup	Name	Start	End	Filled	Points
☐	Data Verification - 1st Shift ℹ	Event #1	Event #45	(0/1)	1
☐	Data Verification - 2nd Shift ℹ	Event #46	Event #87	(0/1)	1
☑	Lane Timer - 1st Shift ℹ	Event #1	Event #45	(1/12)	1
☐	Lane Timer - 2nd Shift ℹ	Event #46	Event #87	(1/12)	1
☐	Ready Bench - 1st Shift	Event #1	Event #45	(0/3)	1
☐	Ready Bench - 2nd Shift	Event #46	Event #87	(0/3)	1
FILLED	Ribbons - Full Meet ℹ	Event #26	Event #87	(1/1)	2
FILLED	Stroke Judge - 1st Shift	Event #1	Event #45	(1/1)	1

- Once you have selected job assignments for you and/or your spouse, you will see a summary of your preferences

Round Rock (Away) - May 26, 2012
Job Assignments
David McAfee

Name	Start	End	Filled	Points
Lane Timer - 1st Shift ⓘ	Event #1	Event #45	(1/12)	1

Sign-up for Jobs

Melinda McAfee

Name	Start	End	Filled	Points
Lane Timer - 2nd Shift ⓘ	Event #46	Event #87	(1/12)	1

Sign-up for Jobs

- At any point, if you need to change the status of your swimmers, follow the same steps outlined above.

Viewing your Swimmers' Time History

One of the most powerful things about Swimtopia is that it has the entire swimming history for your children loaded into the system. Using the site, you can view your swimmers' best times or all times they have ever posted with the Stars…

- Go to your Swimtopia site and login to your account.
- In the upper right hand corner click on the My Account Link

- My Account takes you to a page with basic information captured during registration as well as any swimming children in your family
- Click on one of the swimmer names to see their swimming history and time detail

- The swimmer detail page shows you all the information about your child's history with the Stars including...
  - Past seasons with the stars
  - Best times posted for every individual event
  - All times (by clicking the All Times tab) recorded with the Stars for individual events

McAfee, Kayla GIRLS 9-10

Birth date

Age
10 (Team age: 10 based on age up date of May 1, 2012)

Home Address

Home Phone

Season Affiliations
2012 GIRLS 9-10
2011 GIRLS 9-10
2010 GIRLS 7-8
2009 GIRLS 7-8
2008 GIRLS 6 & UNDER
2007 GIRLS 6 & UNDER

Parents
- McAfee, David ADMIN PARENT STROKE JUDGE
- McAfee, Melinda PARENT EXCHANGE JUDGE

Swim Results

| Best Times | All Times |

Dist	Stroke	Time	Date	Meet
100	Individual Medley	1:25.64Y	07/17/11	NWSC Invitationals 2011
25	Freestyle	15.21Y	06/30/11	Steiner Ranch Red vs. Steiner Ranch Blue
50	Freestyle	33.10Y	06/25/11	Steiner Ranch Red vs. Round Rock Dolphins